

<b>Institution</b>	<b>Rwanda Green Fund (FONERWA).</b>
<b>Job Title:</b>	<b>Project M&amp;E and Analyst</b>
<b>Administrative Unit:</b>	Chief Finance Office
<b>Job Level and Grade:</b>	2.III
<b>IV:</b>	500
<b>Index:</b>	1890
<b>Report to:</b>	Chief Finance Officer
<b>Responsible for:</b>	<b>Project M&amp;E Specialist</b>
<b>Functions</b>	<b>Tasks</b>
Develop/update M&E framework to govern programs and projects managed under the Fund	<ul style="list-style-type: none"> <li>▪ Develop the overall framework of the monitoring and evaluation activities.</li> <li>▪ Clarify the responsibilities and prepare the work plan and the detailed budget for the monitoring and evaluation activities.</li> <li>▪ Design, Review and update monitoring and reporting tools.</li> <li>▪ Provide guidance and technical support on the work of Monitoring and Evaluation in the Institution.</li> <li>▪ Guide and coordinate the review of program log frames including: providing technical advice for the revision of performance indicators - ensuring that realistic intermediate and end-of-program targets are defined - conducting a baseline study on monitoring and evaluation - identifying sources of data, collection methods and resources needed and related cost.</li> <li>▪ Provide leadership on assessing and implementing our impact criteria including gender lens and sustainability.</li> <li>▪ Develop M&amp;E strategies and improve in-house M &amp;E guidelines/manuals, frameworks, plans and tools to support institution and Ministries, Departments &amp; Agencies (MDAs) to effectively monitor and evaluate interventions.</li> <li>▪ Promote a results-based approach to monitoring and evaluation, emphasizing results and impacts.</li> <li>▪ Coordinate the preparation of all monitoring and evaluation reports with our stakeholders and guide staff and executing partners in preparing their progress reports in accordance with approved monitoring reporting formats and ensure their timely submission.</li> <li>▪ Support the preparation of work plans and budgets for the relevant implementing partners projects to ensure proper planning, including indications, inputs and targets.</li> </ul>
Leading the Development of Results Management Framework at Fund Level.	<ul style="list-style-type: none"> <li>▪ Engage the relevant stakeholders.</li> <li>▪ Define results framework (outcome, outputs, indicators and targets).</li> <li>▪ Identify annual outcome, indicators and targets.</li> <li>▪ Lead the validation meeting in collaboration with relevant partners.</li> </ul>
Results Management Framework at Project Level	<ul style="list-style-type: none"> <li>▪ Ensure accuracy and completeness of Project Level Results Management Framework.</li> <li>▪ Confirm that the desired results are achieved before any further disbursements are made.</li> </ul>
Monitoring and Evaluation Framework and tools	<ul style="list-style-type: none"> <li>▪ Develop M&amp;E framework and data collection tools.</li> <li>▪ Ensure implementation of an effective and efficient Data Management System</li> </ul>

Support Evaluation Process	<ul style="list-style-type: none"> <li>▪ Develop the terms of reference for the evaluators/ consultants.</li> <li>▪ Coordinate the mid-term and final programs and projects evaluations.</li> <li>▪ Facilitate access to information at Fund and project levels.</li> </ul>
Capacity building of implementing partners	<ul style="list-style-type: none"> <li>▪ Develop the framework and action plan for capacity building of implementing partners</li> <li>▪ Oversee the successful implementation of capacity building activities</li> </ul>
Reporting	<ul style="list-style-type: none"> <li>▪ Ensure accuracy and timely submission of all Monitoring and Evaluation reports</li> <li>▪ Supervise periodical reporting process (monthly, quarterly and annual) for the projects.</li> <li>▪ Generate periodical consolidated Fund reports.</li> </ul>
Knowledge Management	<ul style="list-style-type: none"> <li>▪ Oversee the implementation of the Knowledge Management (KM) strategy.</li> <li>▪ Spearhead the institutionalization of KM competencies (leadership behavior, learning before during and after (BDA), networking, capturing knowledge, KM strategy).</li> <li>▪ Provide technical oversight and management of KM Resource Center</li> <li>▪ Develop and/or commission high quality knowledge outputs such as working papers, case studies, technical notes, research and implementation tools, policy briefs, etc....</li> <li>▪ Develop good working relationships with various government, NGO and private sector stakeholders to facilitate knowledge sharing through meetings, conferences and field exchange visits.</li> <li>▪ Liaise with stakeholders from the Environment and Natural Resources sector and other relevant stakeholders from across GoR to coordinate knowledge sharing efforts, communicate knowledge gathered from the Fund and disseminate knowledge gathered in its projects.</li> <li>▪ Develop the capacity of The Fund Management Team (FMT) in knowledge management.</li> <li>▪ Promote a strong learning culture across the Fund programs/projects through awareness, training and engagement with the projects, FMT and fund management committee (FMC).</li> </ul>
Supervision	<ul style="list-style-type: none"> <li>▪ Set KPIs for direct report(s).</li> <li>▪ Practice and actively support teamwork within and beyond the organization.</li> <li>▪ Demonstrate and spur the creative spirit to catalyze results-oriented innovation.</li> <li>▪ Provide direction and required support</li> <li>▪ Manage performance and ensure documentation of the process.</li> </ul>
<b>Job Specifications/Profile</b>	
<b>Relevant Qualifications</b>	
A Master's degree in Environment Policy and Planning, Monitoring and Evaluation, Economic Planning and Policy, Business Administration, Statistics, Development Studies or Project Management.	
<b>Required Experience</b>	
At least 5+ years of relevant working experience in programs/projects planning, monitoring and evaluation, impact evaluation or research analysis. Working in international organizations or in complex projects and dealing with various stakeholders is an added advantage.	
<b>Required Competencies</b>	

- Experience with monitoring and evaluation systems and frameworks for international development funded programs/projects, including developing performance indicators, data collection and analysis systems and tools.
- Experience should include monitoring and evaluation database management, information analysis, research techniques and methodologies, report writing, use of MS spreadsheets.
- Demonstrative experience with writing reports for relevant government organs and major international development partners.
- Demonstrated analytical and assessment skills of quantitative and qualitative data. Experience in use of data to inform decision-making, planning, resource allocation, and other strategic initiatives.
- Strong organizational skills, integrity, work ethic, and interpersonal communication skills
- Good team player able to respond to work assignments on short deadlines and manage senior experts when information from them is required.
- Strong computer skills, including good level of proficiency in Microsoft Office – i.e. windows Excel and Access. Advanced excel skills is required with the ability to create excel based tools using complex formulas, pivot tables, create graphs etc.
- Understanding of statistical software and data management required.
- Excellent written and oral communication skills (English) with proven capacity to produce high-quality briefs and reports.
- Experience with mainstreaming ESMF and gender indicators into M&E plans/framework will be an added advantage.
- Ability to collaborate well on a team while also taking initiative to complete assigned tasks with high competence.
- Past experience in managing an M&E team